Request for Contract Services Flowchart

Inherently Governmental?
(e.g. Deciding budget priorities)

YES → **Must in-source**

NO ↓

Closely Associated with Inherently Governmental?
(e.g. Preparing budgets)

YES → **Must give "special consideration" for in-sourcing**

NO ↓

Personal Services
(Is contractor supervised like an employee)?

YES → **Are statutory exceptions met?**
(Need HCA or AAE written approval)

YES →

NO ↓ (from Are statutory exceptions met?)

Take corrective action or in-source

NO ↓ (from Personal Services)

Function performed by federal employee since January 1998? Is the contract non-competitive/sole-source? Has a contracting officer determined that contractor has performed poorly due to excessive costs or inferior quality?

YES → **Must give "special consideration" for in-sourcing**

NO ↓

Contract allowed if the contract requirement has been documented in TAADS and SAMAS and the contract has been reported in CMRA/or has a CMRA reporting requirement in SOW.